

**Request for Proposal**  
**2017 Cleaning Contract for**  
**Town of Newstead Buildings**

Dated: October 11, 2016

Please take notice that pursuant to the authorization of the Town Board of the Town of Newstead, Erie County, New York, this request for proposal is for a 1 year contract with the Town of Newstead starting January 1, 2017 to clean the Town Hall, Senior Center, Joint Highway Facility and Cultural Center buildings. The building details are as follows:

**Town Hall**, 5 Clarence Center Rd, approximately 9,017 sq. ft., which includes 3 bathrooms

**Senior Center**, 5691 Cummings Rd, approximately 3,900 sq. ft., not including bathrooms

**Joint Highway Facility**, 12707 Clarence Center Rd, office area approximately 3,800 sq. ft. which includes 5 bathrooms/locker rooms and a full kitchen/breakroom

**Newstead Cultural Center**, 33 Main St- rear lower level, approximately 2,800 sq. ft. which includes 2 bathrooms

The bid specifications which will be part of the contract are as follows:

1. Once per week cleanings preferably on the weekend after any normal business hours at all four buildings.
2. Each cleaning shall be a full cleaning of the building(s) including:
  - dusting of all office surfaces such as desks, cabinets, tables and chairs, all window sills & cobweb removal in any area as necessary
  - vacuuming of all carpets
  - mopping all floors including entryway areas
  - full cleaning of all bathroom areas including wiping down the walls and stalls
  - emptying all office, common room, bathroom and exterior garbage cans with removal to the dumpster located on site and recycling buckets to the recycling tote on site.
3. Cleaning of the inside of all exterior glass windows and interior office and doors glass is expected 2 times per month(every other week).
4. Wiping down of all office area exterior and interior doors to remove dirt and/or grease is expected 2 times per month (every other week).
5. Cleaning of the outside of the exterior windows is expected through the contract 2 times per year, once in the spring and once in the fall. This includes the side center atrium glass at the Town Hall.
6. Bids should be submitted on a “per month” billing basis for each facility separately.
7. Additional services pricing for floor stripping & waxing and carpet deep cleaning that will be done on an annual basis at each of the buildings can be submitted, but broken out and listed separately from the base bid.

8. The Town reserves the right to award the contract on the base bid alone or the base bid plus additional services bids combined.

If bidders are interested in cleaning the NYS Police Office space at the Newstead Town Hall which totals 325 sq. ft. including 2 locker rooms, those bidders must apply for and pass a security clearance process through the NYS Troopers barracks in Clarence, NY.

All bids submitted are subject to the prevailing wage rate schedule set by New York State Department of Labor, a copy of which is attached. Additional information is available to any interested bidders from the Town Clerk's office during normal business hours or by calling (716) 542-4573. A tour of the facilities is also available through a scheduled visit with the Town Clerk.

No bid received may be withdrawn by any bidder for a period of 30 days from the date of the bid opening. In cases where two or more responsible bidders submit identical bids, as to price, the Town Board may reject all bids at their discretion. The Town Board reserves the right to reject any and/or all bids. Bids must meet or exceed all specifications.

All bids shall be in a sealed envelope with the bidder's business name clearly marked on the outside of the envelope. Each bid shall contain a Certificate of Non-Collusion in accordance with the laws of the State of New York and a Waiver of Immunity form. These forms are available at the Newstead Town Clerk's office for use by prospective bidders.

Interested bidders should submit their bids by November 11, 2016 to the Town Clerks office at the following address no later than 1:00pm:

Dawn D. Izydorczak, Town Clerk  
Town of Newstead  
5 Clarence Center Rd  
P.O. Box 227  
Akron, NY 14001

**Town of Newstead**  
**Quote sheet**  
**Annual Cleaning Contract**

**Bidding Company Name:** \_\_\_\_\_

**Bid for line items:**

1. Monthly cost of cleaning at Town Hall, based on once per week cleaning  
\_\_\_\_\_
2. Monthly cost of cleaning at Senior Center, based on once per week cleaning  
\_\_\_\_\_
3. Monthly cost of cleaning at Joint Highway Facility, based on once per week cleaning  
\_\_\_\_\_
4. Monthly cost of cleaning at Cultural Center, based on once per week cleaning  
\_\_\_\_\_

Total overall Monthly bid for work: \_\_\_\_\_

Additional Services:

Floor Stripping & Waxing: \_\_\_\_\_

Carpet Deep Cleaning: \_\_\_\_\_

NON-COLLUSIVE BIDDING CERTIFICATE  
(Required b Article 5A of the General Municipal Law)

By submission of this bid or proposal, the Bidder certifies that: (1) the price in this bid has been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such price with any other bidder or with any competitor, (2) unless otherwise required by law, the price which has been quoted in this bid has not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) no attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

The person signing this bid or proposal certifies that: (a) he has fully informed himself regarding the accuracy of the statements contained in this Certification, and under the penalties being applicable to the Bidder, as well as to the person signing in its behalf; and (b) that attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signatory or this bid or proposal on behalf of the corporate bidder.

Print Name of Individual, Partnership, or Corporation:

\_\_\_\_\_

By: \_\_\_\_\_

(person authorized to sign)

(SEAL)

Name of Corporation: \_\_\_\_\_

**The above form must be completed if the Bidder is a Corporation.**

## WAIVER OF IMMUNITY CERTIFICATION

This is to certify that neither the undersigned nor any member, partner, director, or officer of the firm has refused to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning a transaction or contract with the state, any political subdivision thereof, a public authority or with a public department, agency or official of the state or of any political subdivision thereof or of a public authority, when called before a grand jury, head of a state department, temporary state commission, or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath.

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Address

(SEAL - If Bid is by a Corporation)